

**SUMMARY OF THE
ACCREDITING AUTHORITY COMMITTEE MEETING
OCTOBER 03, 2001**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, October 03, 2001 at 2:30 p.m. Eastern Daylight Time (EDT) via teleconference. The meeting was led by Chairperson Louis Johnson of the Louisiana Department of Environmental Quality. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss the agenda items which follow.

INTRODUCTION

Mr. Johnson welcomed the committee members to the teleconference. He announced that it is now official that Louisiana is the 12th NELAP Accrediting Authority.

AGENDA ITEMS FOR NELAC 7i

Mr. Johnson opened discussion regarding items for the NELAC 7i agenda. Some of the suggestions are as follow:

- *QMP Document
- *Standard Operating Procedures (SOP) and need to develop more SOP's
- *Concerns regarding Mobile Laboratories (Section 6.2.2 a)

Discussion ensued regarding the issue of mobiles that labs must be accredited in their home state, but if there is no home state, how is it handled? If mobile labs cross state lines, they must be accredited in multiple states. This topic will be discussed further in the next teleconference. Mr. Johnson will send a Word version of Chapter 6 to the attendees. He will also send out a tentative agenda, and contact Larry Penfold regarding language for 6.2.2.a. It was pointed out that there was some confusion regarding the global replacement of evaluation and assessment in Chapter 6 of the Standards. Scott Hoatson will correct this.

QUALITY ASSURANCE PLAN DOCUMENT FOR NELAP

Scott Hoatson suggested the following revisions:

Under Section 1.0, Management and Organization, spell out the acronym NELAP and then use (NELAP) throughout the rest of the document.

Under Section 1.1, NELAP Organization and Mission, delete the word "accrediting" in the first paragraph, and change "different" to "various" in the first sentence of the second paragraph.

Under Section 1.2.1, Director, it was felt that the meaning of the first sentence of the second paragraph, "The Director functions as the NELAP accrediting authority." was somewhat confusing.

As this wording comes directly out of the Standards, it was decided to leave it as is.

Under Section 2.1, Quality Assurance Coordination, reword the first sentence of the first paragraph to read “The NELAP Quality Assurance Coordination shall be performed by the following and in the following manner.”

Under Section 2.1.2, the bullets will be revised to read:

- *Preparation and distribution of the Quality Assurance Plan.
- *Development, approval, implementation, and maintenance of all Standard Operating Procedures.
- *Determination of conformance with the program Quality Assurance Plan.
- *Determination of conformance with the EPA Quality Management Plan.
- *Notification to the Director and EPA management staff of any nonconformance with the QAP or QMP to safeguard the program’s objectives.
- *Approval, disapproval, or modification of proposed corrective actions and verification that the corrective actions have been completed and that the program is in compliance with the QAP or QMP.
- *Assessment of the effectiveness of the program’s QAP, and preparation and delivery of the annual Quality Assurance Report.
- *The AARB will perform an annual review of NELAP activities and report their findings to the annual NELAC conference.

Under section 3.2, Records/Files, a) should read “NELAP shall have arrangements to establish and maintain records for each accrediting authority with respect to all aspects of the laboratory’s accreditation process.” Section b) will remain as is.

Under Section 4.0, Standard Operating Procedures, insert “be” between shall and reviewed. Discussion ensued regarding the wording that SOP’s are owned by the Director. The term “owner” should be defined.

Mr. Johnson asked if any SOP’s should be added to the list. It was recommended to add evaluation and training, training of NELAP staff, and one for records. Mr. Johnson will send an e-mail to members asking them to review the list of SOP’s and to indicate which need to be developed.

FUTURE TELECONFERENCES

The next teleconference will be October 17, at 2:30 p.m., EDT.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:30, EDT.

**ACTION ITEMS
ACCREDITING AUTHORITY COMMITTEE MEETING
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Item No.	Action	Date to be Completed
1.	Mr. Johnson will send a Word version of Chapter 6 to the attendees. He will also send out a tentative agenda, and contact Larry Penfold regarding language for 6.2.2.a.	ASAP
2.	Mr. Johnson will send out a tentative NELAC 7i agenda and contact Larry Penfold regarding language for 6.2.2.a.	ASAP
3.	Scott Hoatson will correct the global replacement of evaluation and assessment in Chapter 6.	ASAP
4.	Mr. Johnson will make the recommended revisions to the QAP document and send to members for review.	ASAP
5.	Mr. Johnson will send an e-mail to members asking them to review the list of SOP's and to indicate which need to be developed.	ASAP

**PARTICIPANTS
ACCREDITING AUTHORITY COMMITTEE MEETING
OCTOBER 03, 2001**

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